



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

SENIOR STAFF ANALYST

Posting Number

PN# 112069

Department

Building Services

Division

Design & Construction

Section

Capital Improvement

Reporting Location

900 Bagby*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Functions in a senior staff role to provide professional analytical, administrative and/or management systems services to the Deputy Assistant Director and executive staff.

CORE FUNCTIONS

Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues of high complexity. Compiles data, produces information and interprets results through conclusion or recommendation formulation. Assigns management responsibilities on a limited basis for certain functions, units or programs. May also function as a lead. Negotiates solutions for problems of high complexity as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License in compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Experience in project management and knowledge of the City's infrastructure.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is:

Salary Range - Pay Grade 28

\$1,777- \$3,407 Biweekly \$46,202 - \$88,582 Annually

OPENING DATE

July 19, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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